

# *Template Instructions*

Calendar Year Indicate the CY ex. 2006 EO 94(05) Report for:

*Type or print the name of the agency*

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Agency Name (please print)

**Prepared by:**

*Print or type the name and title of the person preparing this document*

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Name and Title

*This section lists the agency mandates under EO 94(05) and requires the signature of the agency head on the line below to certify that the agency is in compliance or actively working toward compliance.*

Executive Order 94(05) mandates the following activities:

1. Ensure that job expectations are clearly defined in the employee work profile to include physical requirements
2. Evaluate and modify the agency's Workers' Compensation return-to-work policy to include non-work related periods of disability
3. Cooperate with the Department of Human Resource Management and the Virginia Sickness and Disability Program of the Virginia Retirement System to establish return-to-work opportunities appropriate for the individual employee and agency
4. Include in managers' performance expectations goals to reduce employee work-related and non-work related time
5. Establish strategies and practices to reduce lost time and to support the safe resumption of work for state employees
6. Evaluate annually those cases where employees were unable to return to work in a transitional and/or permanent capacity
7. Report by April 1<sup>st</sup> of each year to the Virginia Retirement System and the Department of Human Resource Management agency goals and strategies to reduce lost time

***The agency head signs here indicating that this document has been read, and all information included is correct and thus approved.***

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Agency Head Signature

***Type or print the name and title of the agency head***

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Agency Head Name and Title *(please print)*

## **EO 94 Report Template (Draft)**

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The following is a template and your report should include this information MINIMALLY. You may, however include additional information to support required documentation.

## **EO 94 Report for CY 2006**

### **I. Physical Demands/Employee Work Profiles**

One of the agency mandates is to “ensure that job expectations are clearly defined in the employee work profile to include physical requirements.”

- List the total number of positions that are filled within your agency
- List how many of the positions have physical demands included within the employee work profile
- List how many of the positions need physical demands included within the employee work profile
- Goal and timeline for completion: If you still have employee work profiles that are in need of physical demands, please list your targeted date for completion along with your timeline.
- Comments: In this section, please add any comments you have regarding the insertion of physical demands within your employee work profiles.

### **II. Review of last two calendar year’s return-to-work efforts (if space provided is not sufficient, attach additional pages)**

Attach return-to-work reports for the previous two calendar years which include both work and non-work related injuries/illnesses. If you have no return-to-work’s or refusals of transitional duty, please indicate zero in your analysis.

#### **A. Return-to-Work Categorization**

- List the number of people that were returned to work transitional duty within each calendar year. There are work and non-work related columns respectively.
- List the number of people that were returned to work full duty within each calendar year. There are workers’ compensation claims (WC) and non-work related claims’ columns respectively.
- List the number of people that were refused return-to-work for transitional duty within each calendar year. There are work and non-work related columns respectively.
- List the number of people wherein return-to-work for transitional duty expired within each calendar year. There are work and non-work related columns respectively.

#### B. Short-term Disability Claims

- List any obstacles that are hindering the agency's return-to-work program.
- Discuss your agency's process when refusing to return an employee to transitional duty. You can list out individual names and rationale for refusal if this is not too cumbersome.

#### C. Long-term Disability Claims

- List any obstacles that are hindering the agency's return-to-work program.

#### D. Workers' Compensation Claims

- List any obstacles that are hindering the agency's return-to-work program.
- Discuss your agency's process when refusing to return an employee to transitional duty. You can list out individual names and rationale for refusal if this is not too cumbersome.

#### E. Traditional Leave Program Non-VSDP/Non-WC Claims

- Discuss how your agency handles employees' return-to-work who participate in the traditional leave program and have non-occupational injuries/illnesses.

### **III. Personnel**

- List your agency's return-to-work coordinator. Some agencies have a different return-to-work coordinator depending on if the injury/illness is work or non-work related. Please indicate this also.
- Some agencies use transitional employment teams to identify return-to-work opportunities. Please list the team members and their titles as applicable. Using a transitional employment team is not required.

### **IV. Return-to-Work Policy**

- Attach a copy of your current return-to-work policy. This policy should include both work and non-work related periods of disability.

### **V. Agency Compliance**

- If the agency is not fully in compliance with EO 94(05), explain in detail what is being done or what will be done to comply with the mandate.
- If there are areas where your agency needs additional assistance, state specifically what the needs are.

## **VI. Future Goals**

- State next year's goals and implementation strategies to reduce lost-time within your agency. Discuss both work and non-work related strategies. If additional space is needed, please attach to the form. Make the goals specific, achievable and realistic.

## **VII. Assistance/ General Comments**

We have listed below what the Office of Workers' Compensation and the Virginia Retirement System are required to perform under EO 94(05).

As part of Executive Order 94(05), the Virginia Retirement System and Department of Human Resource Management shall:

- Review agency goals and strategies
- Provide training, consultation, and support for agency initiatives
- Report non-compliance with the provisions of this Executive Order, and report annually to the Governor on progress made in improving workplace safety and returning employees to work.

- Include any requests for assistance from the Office of Workers' Compensation that your agency may have.
- Include any requests for assistance from the Virginia Retirement System that your agency may have.
- General Comments: List any general EO 94(05) or return-to-work comments in the last section. List something that your agency is doing that may not be specifically required by EO 94(05). This may be information that is proactive in nature and not necessarily based on data retrieved/analyzed. Highlight accomplishments and innovative ideas for your agency.